**School IT Plan Checklist**

In researching and writing your unique School IT Plan, have you considered:

Where you are now?

Where do you want to be in 1 year/2 years/5 years?

Staff views

Parent and student views

**Curriculum**

* What is required in syllabus documentation?
* What activities using technology fit with curriculum outcomes; processes; activities?

**Pedagogy**

* What use of technology can enrich; enhance; enact programs and curriculum outcomes?
* Current staff skill (teaching and admin)
* Expertise Resources (inside; local; Diocese; external providers)
* Professional Development (models – whole staff; each-one-teach-one; collegial models – formal/informal; structured; master teachers - release times etc.)
* Programs/Policies/Scopes & Sequences being reviewed to ensure technology embedded and expectations.

**Technology Hardware**

* Teacher Access – laptops/Desktops (what and where)
* Student Access – laptops/Desktops (age; stage and expectations)
* Peripherals
  + IWBs
  + Printers
  + Scanners
  + Thumbdrives
  + Digital cameras
* School Network – servers, network switches, modems and routers
* Security – theft
* Virus Protection
* Securing information and privacy
* Web filtering
* Age of equipment/update and renewal process

**Connectivity**

* To the School
* Within the School
  + - Wireless
    - Wired
    - Access Points/areas
      * Classrooms
      * Labs
      * Libraries
      * Admin
      * Teachers

**Content**

* Operating Platform – Windows; Linux; Mac OSx
* Web based tools (ie Mathletics; Scootle)
* Network based/Individual (site licenses/network licenses/individual licenses)
* Common applications (ie Microsoft Office; Open Office; PDF Reader)

**Support Systems**

* Policy
  + Appropriate Usage definitions
  + Inappropriate usage definitions
  + Consequences for misuse
  + User liability expectations
  + Security instructions
  + Protocol for technical support needs
* Funding
  + Sources
    - Fees Income
    - School specific Technology Levy
    - Fundraising
    - Business sponsorship
    - Catholic Development Fund (repayments by fees; levy; fundraising)
    - Grants (public/private)
* Measurements
  + Gauge prior student knowledge/readiness/skills before implementation
  + Milestones
  + Review recommendations
* Suppliers/Vendors/Contractors
  + Who do you have locally, regionally
  + Who does CEO recommend/have connections with
  + Will it integrate into other systems/suppliers
  + Are they education specific
  + Warranties/service/help-desks/geographic etc.

Other considerations:

Pilot programs/test runs before full commitment

Phased/staged implementation

Timelines and Milestones